

Cultural Resources Specialist II, Certified Local Government Coordinator

Historic Preservation

Starting annual salary: \$33,600.00

Application deadline: January 16, 2023

The Mississippi Department of Archives and History is recruiting a Cultural Resources Specialist II, Certified Local Government Coordinator, to serve in Historic Preservation. The Certified Local Government Coordinator provides guidance to communities in their local historic preservation programs and ensures compliance with the Certified Local Government (CLG) program, which is administered through partnerships with the National Park Service. The incumbent promotes historic preservation through organizing and coordinating educational events and workshops, attending local historic preservation commission and city council meetings, collaborating with other agencies and organizations, and creating public awareness of the Historic Preservation Division's programs. Duties also include assisting with the CLG Grant Program as needed with project reviews and site visits, assisting with community preservation efforts, and fulfilling other duties as assigned.

Key competencies include a dedicated work ethic; service orientation; the ability to develop and maintain stakeholder relationships; and strong self-management, interpersonal, and communication skills. The Certified Local Government Coordinator will work closely with the Certified Local Government Grant Administrator and under the administrative direction of the Chief of Preservation Planning.

Knowledge Base:

- Federal and state preservation programs administered by MDAH.
- Regulations of the federal Certified Local Government program and requirements of the Certified Local Government Grant Program.
- National Register of Historic Places and Statewide Historic Resources Survey programs and procedures.
- Mississippi's architectural history.
- Cultural resources' role in heritage tourism.

Abilities

- Communicate clearly and tactfully to the public regarding local preservation laws and procedures
- Promote local historic preservation programs and the CLG program.
- Understand local historic preservation ordinances and assist local HPC in interpreting them for individual cases before the commission
- Monitor progress of the Certified Local Government grants
- Work with the administration division of MDAH.
- Oversee the work of other local preservation coordinators to provide assistance to historic preservation commissions and municipal and county governments.
- Prepare official letters and emails to public officials.



JOB ANNOUNCEMENT

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Education and experience must meet one of the following criteria:

- A Master's Degree from an accredited four-year college or university in an academic field acceptable to the employing authority, and one year of related experience in work related to the above-described duties.
- A Bachelor's Degree from an accredited four-year college or university in an academic field acceptable to the employing authority and two years of experience in work related to the above-described duties. Preference may be given to degrees in history, historic preservation, architecture, or architectural history.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal-opportunity employer.